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Chapter 5 - Hierarchy Of A Production - Quiz

1. Spend some time researching exactly what it is an AD does. What are their responsibilities, why are they so vital to a production? Then write a 2 page paper on the duties of an Assistant Director.

The assistant director, AD, is responsible for all day to day operations on the set. They must make sure the production is on schedule and keeping in order including tracking time cards, call sheets. They are also in charge of the 2nd AD who is a liaison between the director and the rest of the crew. They are also responsible the safety and health of the crew. The 1st AD and the unit production manager are the two most important roles for “below the line” technical role crew members as opposed to “above the line” or creative roles such as the director. The 1st AD runs the floor or set for the director. An assistant director must have a good idea of how long a scene will take to shoot.

The first duty of an AD is to “call the role”, which is a set of specific cues to cast and crew members to make sure that everyone is ready for the particular role and the appropriate time during a shoot. The AD may express the liberty to call out a specific person or department if they are delaying a shoot, for example they may call out “waiting on lighting”, or “waiting on talent”, which means the actors. This will prompt these people to alert them that they need a sense of urgency. The AD may also call out “final check”, which means which means to make any last minute adjustments usually to hair, makeup, or props once everyone is in place for a shoot. They will also call “All quiet on the set”. “Turnover”. An AD will usually call “roll camera or roll sound”, which signals the camera and the sound crew to start rolling. The 1st AD may even call “Action” or share the responsibility with the director. After a director says cut the AD will check with him to make sure if they are happy with the take and therefore will call “going again” or that’s a take two.

The second AD carries the daily call sheet and production schedule. They also manage the back stage and make sure the actors are ready to go for their shoots and their makeup and wardrobe is ready. This relieves these duties from the 1st AD. The AD works directly with the Director to manage of the minute to minute operations on the set during the process of filming, as well as coordinating the necessary communication of details of future operations as the filming progresses. Other duties include tracking the progress of filming versus the production schedule, observing all rules related to union crafts, labor contracts and location agreements, maintaining safety on the working set, and working with the Unit Manager to keep operational costs within the budgeted plan.

2. Define in as much detail as possible what "below the line" means. These are the members of the film crew who actually do the physical work to get the film created. These positions include assistant director, DP, art director, script supervisor, line

producer, camera operator, makeup artist, costume designer, unit production manager, and sound mixer, among others.

3. What are the must-have qualities of a PA? Why are they so important on a film set?
PA has to have many qualities that starts with having a good attitude and foreseeing what anyone needs on the film such as making sure everyone has their cup of coffee in the morning. They must be punctual, (early), flexible, (don't repeat mistakes), good communication, staying calm, and not being afraid to ask for help when you don't know what to do. They are usually young people just getting into filmmaking and they do a lot of things for the film to come together and therefore act as a gofer.